

Field Time Sheet Data Entry/Paradox

Purpose	To provide guidance to field payroll staff on the process to accurately record employee into the SOV time entry system and transferring both the electronic file and paper to the Payroll office.
Source Documents	<p>Labor Contracts http://www.vermontpersonnel.org/employee/labor_cba.php</p> <p>DHR Policy and Procedure Manual http://www.vermontpersonnel.org/employee/labor_policy.php</p> <p>Employee time sheets –DHR Intranet site each pay period in excel format. To receive an updated version of employee timesheet please contact your Personnel Officer.</p>
Outcome	Accurate data entry of employee timesheets, transfer of data file and ultimately timely payment to employee each pay period.
PROCEDURE	
Check-off list	<p>Check list of steps from entry to transfer:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pickup Master files from Payroll <input type="checkbox"/> Start Paradox and Purge old files <input type="checkbox"/> Load Master files <input type="checkbox"/> Print Certification Reports, check mark active employees. <input type="checkbox"/> Data Entry of Time Reports <input type="checkbox"/> Print and clean up Edits <input type="checkbox"/> Prepare Files for transfer to Payroll <input type="checkbox"/> Close Paradox completely <input type="checkbox"/> Send electronic files to Payroll <input type="checkbox"/> Sign Certification Reports <input type="checkbox"/> Send Signed Certification and Time Sheets to Payroll
Step 1 Pick Up Time Master	<p>Click <u>Payroll Programs(Data)</u> Icon</p> <p>Click <u>Get Files From Payroll</u> Icon</p> <p>Black screen will appear, scroll then stop.....<u>STOP AND READ</u></p> <p>Verify (a) Is the correct pay group showing?</p> <p>(b) Should say “Transfer finished successfully”. If not, call your IT.</p> <p>Hit any key to continue.....screen will disappear</p> <p>Click <u>Start Paradox</u> Icon</p>



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Step 2 Purge Old Files	<p>Load and Prepare Time Master and Labels</p> <p>Purge Time Report Data</p> <p>Y to Purge Data or N to cancel Purge ENTER</p> <p>Yes when asked if you are sure you want to Purge ENTER</p>
Step 3 Load Masters	<p>Load and Prepare Time Master and Labels</p> <p>Load Time Master</p> <p>Grey Screen will appear</p> <p>Enter Pay Group # ENTER</p> <p>Blue Screen will appear</p> <p><u>Verify pay period end date is correct!</u></p> <p>F2 to escape from blue screen</p>
Step 4 Print Certification Report	<p>Data Entry and Edits</p> <p>Time Entry Reports</p> <p>Print Cert. Report - Laser</p> <p>Will ask for the <u>government unit codes</u>.</p> <p>Enter individual governmental codes if you want individual sheets. When entering them individually, you will enter the code, hit enter, then D, R, L <u>again for each one</u>.</p> <p>If you want everyone on one sheet, hit ENTER.</p>

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<p>Step 5</p> <p>Data Enter Timesheets</p>	<p>Data Entry & Edits</p> <p>Enter Time Reports</p> <p>F3 (brings up box to enter employee number) Enter position number if employee has multiple positions.</p> <p>Enter data for employees (F3 to bring up each employee)</p> <p>Data Entry & Edits</p> <p>Save Time Report Data</p> <p><u>If for any reason you need to LOGOUT of your computer, CLOSE PARADOX COMPLETELY!!! If you don't and logout, you will corrupt the database.</u></p>
<p>Step 6</p> <p>Data Entry Completed</p>	<p>(Escape button from where you are currently working)</p> <p>Data Entry & Edits</p> <p>Save Time Report Data</p> <p><u>Run edit:</u></p> <p>Data Entry & Edits</p> <p>Time Entry Edits</p> <p>Review edit to see if any Fatal Errors. If errors, get back in and make corrections.</p> <p>Data Entry & Edits</p> <p>Enter Time Reports</p> <p><u>Re-run edit</u> and see if it is clean from fatal errors.</p> <p>Data Entry & Edits</p> <p>Eligibility Edits</p> <p>Clean up edits. You are going to look under the <u>Hr Code title</u>. It is usually overtime that kicks out on this.</p> <p>Save:</p> <p>Data Entry & Edits</p> <p>Save Time Report Data</p>

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Step 7	<p><u>PREPARE FILES TO SEND TO PAYROLL</u></p> <p>Load and Prepare Time Master and Labels</p> <p>Prepare Time Data for Transfer</p> <p>Grey Screen will appear</p> <p>Enter Pay Group # ENTER</p> <p>Blue screen will appear</p> <p>Double check PPE date is correct</p> <p>F2</p> <p>Should indicate that it is preparing files.</p> <p>Alt-Q to escape from Paradox (this saves everything also)</p>
Step 8	<p><u>SEND FILES TO PAYROLL</u></p> <p>Click Send Files to Payroll Icon (or FTP send)</p> <p>Transfer successful?</p>
Step 9	<p><u>SIGN PAYROLL CERTIFICATION REPORT</u></p>
Step 10	<p>Deliver paper timesheets AND signed certification to Payroll by deadline.</p>

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TIPS

HELPFUL DATA ENTRY TIPS

- ENTERING NUMBERS (never enter decimals)
 - **Grand Totals (6 characters)**
 - 8 hours = 000800
 - 8.5 hours = 000850
 - 10 hours = 001000
 - **Time Detail Line (4 characters)**
 - 8 hours = 0800
 - 8.5 hours = 0850
 - 10 hours = 1000
 - **Time Detail Line Totals (5 characters)**
 - 8 hours = 00800
 - 8.5 hours = 00850
 - 10 hours = 01000
- END key will take you to the line total
- INSERT key will take you to the next line
- ENTER or TAB to move from field to field
- ARROW KEYS will move you around too, particularly down a line
- BACKSPACE to correct within a field

CHECKLIST

- ☐ Pickup Master files from Payroll (Step 1)
- ☐ Start Paradox and Purge old files (Step 2)
- ☐ Load Master files (Step 3)
- ☐ Print Certification Reports, check mark active employees. (Step 4)
- ☐ Data Entry of Time Reports (Step 5)
- ☐ Print and clean up Edits (Step 6)
- ☐ Prepare Files for transfer to Payroll (Step 7)
- ☐ Close Paradox completely (Step 7 continued)
- ☐ Send electronic files to Payroll (Step 8)
- ☐ Sign Payroll Certification Report (Step 9)
- ☐ Deliver paper timesheets and signed certifications to Payroll Office by deadline (Step 10)